

**INSTRUCTIONS FOR STATE HOMELAND SECURITY GRANT PROGRAM
REQUEST FOR PAYMENT/QUARTERLY FISCAL REPORT**

Subgrantees are required to submit Requests for Payment/Quarterly Fiscal Reports within 30 days after the end of each calendar quarter, **even if no financial activity has taken place on the grant.** *Requests for payment may also be submitted on a monthly basis.* The final Request for Payment is due 45 days after the end of the grant period. The final Fiscal Report is generated by SLED's Homeland Security Grants Administration and is mailed to the subgrantee for signature after the final Request for Payment has been approved and processed.

Due Dates for Requests for Payment/Quarterly Fiscal Reports:

<u>Calendar Quarter</u>	<u>Date Due</u>
07/01 - 09/30	11/01
10/01 - 12/31	02/01
01/01 - 03/31	05/01
04/01 - 06/30	08/15 (final)

SUBMIT THE REQUEST FOR PAYMENT AND APPROPRIATE DOCUMENTATION TO:

**Ms. Donna Strange, Senior Accountant
South Carolina Law Enforcement Division
Homeland Security Grants Administration
Post Office Box 21398
Columbia, South Carolina 29221-1398
(803) 896-7089**

NOTE: Claims for reimbursement must be submitted no more frequently than once a month and no less than once a quarter. Grants failing to meet this requirement, without prior written approval, are subject to cancellation. Include *only* those budget details as they are listed on the approved budget for the grant and that are *actual* (not budgeted) expenditures. The S.C. Law Enforcement Division requires that all expenditures be fully documented and must be in the approved grant budget at time of obligation. The total reimbursement of expenditures cannot exceed the total Federal amount awarded.

PAGE 1

SECTION 1 -- GENERAL INFORMATION: Self-Explanatory

SECTION 2 -- BUDGET CATEGORIES (USE DOLLARS AND CENTS)

EXPENDITURES THIS PERIOD

This section will reflect the current period costs and must include dollars and cents. For Personnel, the Federal Amount reflected in this section must be the same as the Total Amount for the corresponding budget category on Page 2. For Equipment and Other, the Federal Amount reflected in this section must be the same as the Total Amount for the corresponding budget category on Page 4.

TOTAL EXPENDITURES TO DATE

This section should reflect a cumulative summary of all transactions which have occurred from the beginning of the project through the current claim period. (It should include the expenditures for this claim.)

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SECTION 3 -- TOTAL COSTS:

This section is a total of all costs indicated in Section 2.

SECTION 4 -- PROJECT INCOME:

This section should show income earned as a result of the grant's operation. Use of Project Income **must be approved in advance by SLED.**

SECTION 5 -- UNPAID OBLIGATIONS:

This section should show the amount of funds **obligated but not paid** by the subgrantee (i.e., a binding contract with a consultant or contractor; a purchase order with a vendor, etc.)

SECTION 6 -- CERTIFICATION: Self-Explanatory

PAGE 2 - SUMMARY STATEMENT OF PERSONNEL SERVICES

We suggest this page be completed prior to completing Page 1. Each person being paid under the grant must be listed by name on the Summary Statement of Personnel Services Form, which must accompany the Request for Payment. Enter in the total number of hours worked by each individual approved on the Homeland Security Grant. This amount should equal the total amounts found on Page 3, Employee Monthly Time Record. The shaded areas on Page 2 should equal the budget category total (Personnel) on Page 1. The total Federal amount requested for the line item detail can exceed the approved Federal amount so long as the total amount requested for the budget category does not exceed the approved Federal amount by more than 10%. Submit actual expenses from your agency's payroll records only. Federal regulations prohibit the practice of charging the grant according to the amount derived from dividing the personnel costs reflected in the grant by the number of months in the grant.

PAGE 3 - EMPLOYEE MONTHLY TIME RECORD

We suggest this page be completed prior to completing Page 2. List hours worked by personnel approved in your Homeland Security Grant. Please complete a separate page for each month claimed.

CONTRACTUAL SERVICES: Please be aware that an executed copy of the contract must be submitted to the SHSGP prior to payment or within 30 days of signature, whichever comes first.

DOCUMENTATION REQUIREMENTS:

- a) Consulting Firm: submission of an invoice is sufficient for reimbursement
- b) Individual Consultant: as outlined in the Grant Terms and Conditions, the invoice must include a 1) description of services; 2) dates of service(s); 3) number of ours services performed; 4) rate charged for services; and, 5) the total cost of services performed.

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PAGE 4 – RFP BUDGET DETAILS

We suggest this page be completed prior to completing Page 1. This page is a detail listing of actual expenditures for purchases of items listed under “Equipment” and “Other” on the grant application for which the subgrantee is requesting reimbursement. Include only those budget details that are listed on the approved budget for the grant. The total quantity requested for a budget detail cannot exceed the approved quantity. The total Federal amount requested for the line item detail can exceed the approved Federal amount so long as the total amount requested for the budget category does not exceed the approved Federal amount by more than 10%. Organize invoices by category: Equipment and Other. **A copy of each vendor invoice must be attached.**

EQUIPMENT: Equipment is defined as an item which has a total cost (including tax) of \$5,000 or more and a useful life of at least one year. Each item listed on Page 4 as equipment **must be** an approved budget line item on Page 3 of your approved Homeland Security Grant.

DOCUMENTATION REQUIREMENTS: Submit a copy of the *paid* receipt or invoice reflecting a description of the item(s) purchased, the quantity and the cost.

OTHER: Any approved “Other” category item for which reimbursement is being requested will be listed under “Other”. Each item listed on Page 4 as “Other” **must be** an approved budget line item on Page 3 of your approved Homeland Security Grant.

DOCUMENTATION REQUIREMENTS: Submit a copy of the *paid* receipt or invoice reflecting a description of the item(s) purchased, the quantity and the cost.

The totals on Page 4 should equal the budget category totals (Equipment and Other) on Page 1. **NOTE: The total reimbursement of expenditures cannot exceed the total Federal amount awarded.**

PAGE 5 - TRAVEL SUPPORT DOCUMENT

Please provide documentation for lodging, airfare, and meals. We request you use Page 5 for any approved mileage expenses in your Homeland Security Grant under the Travel Category. If your agency has its own travel document that includes the information requested on this page, you may replace this page with your agency’s document.

Reimbursement for travel expenses is restricted to only those individuals included in the currently approved grant budget. The rate for mileage and meals must be consistent with what is in the approved grant budget and the agency’s policies and regulations.

DOCUMENTATION REQUIREMENTS:

- a) Mileage: Page 5, “Travel Support Document” or its equivalent, must be submitted with the signature of the employee and supervisor. The Purpose of Trip column must be specific and directly related to the approved grant activities.
- b) Per Diem/Meals: Submit a copy of the agency’s internal travel approval reflecting the amount of funds disbursed to the person. The form must be signed by the employee’s supervisor or grant official. If the person is paid for actual expenditures for each meal, a copy of each receipt is required, and the grant cannot be charged at a “per diem” rate.
- c) Lodging: Submit a copy of the hotel/motel receipt. This should also be reflected on the agency’s internal travel approval form mentioned in #b above.
- d) Airfare: Submit a copy of the paid airline receipt/itinerary indicating price paid.
- e) Miscellaneous Travel Expense: Submit a copy of the appropriate receipt(s). These expenses should also be reflected on the agency’s internal travel approval form mentioned in #b above.

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PROPERTY CONTROL RECORD FORM

Each item of equipment acquired under the grant with Federal funds must be reported on this form if the total cost of the equipment is \$5,000 or more and has a useful life of one year or more. This form must be included prior to or with the final Request for Payment for the grant. The final Request for Payment will not be processed without this form.

Instructions for completing the Property Control Record Form are printed on the back of the form.